User Guide

BT FREELANCE XD 1500 & XD 1550



Welcome...

to your BT Freelance XD 1500/1550 Digital Cordless Telephone Answering Machine



- 50 Name and number phonebook for storing your most frequently used numbers.
- Digital answering machine for high quality message recording
- Caller Display shows you who's calling before you answer the phone* and keeps a list of your last 40 callers. You can also dial numbers direct from the Calls list.
- Handsfree lets you make and receive calls using the built-in handset loudspeaker so your hands are free for other tasks during a call.
- Redial up to 10 of the last numbers called.
- Use up to 5 handsets with your BT Freelance XD 1500/1550 base.
- Make internal calls and transfer external calls between handsets.
- Choose from 10 different ringtones for internal and external calls as well as numbers stored in the phonebook
- Clock/Alarm built into charger (BT Freelance XD 1550 only).

* Requires subscription to your network's Caller Display service.

This User Guide provides you with all the information you need to get the most from your phone.

Before you make your first call you will need to set up your phone. Follow the simple instructions in 'Getting Started', over the next few pages.

- **Need help?**
  If you have any problems setting up or using your BT Freelance XD 1500/1550 please contact the Helpline on **0870 605 8047**.

  Alternatively, you may find the answer in 'Help' at the back of this guide.

Hearing aid?

- Please note that the BT Freelance XD 1500/1550 works by sending radio signals between the base and handset. These signals may interfere with some hearing aids, causing a humming noise.

Got everything?

- BT Freelance XD 1500 or 1550 handset
- BT Freelance XD 1500 or 1550 base
- 2 x AAA NiMH rechargeable batteries
- Mains power adaptor (Item code: 005391)
- Telephone line cord
- Belt clip

In addition, if you have purchased a BT Freelance XD 1500 or 1550 multipack you will also have the following for each additional handset:

- BT Freelance XD 1500 or 1550 charger
- 2 x AAA NiMH rechargeable batteries
- Mains power adaptor (Item code: 021299)
- Belt clip

In this guide

Getting started

Location 7
Connect the base to mains power 7
Preparing your handset 8
Connect to the telephone line 9
Set the answering machine day and time 10
Attach the belt-clip (optional) 11
Handset date and time 11

Getting to know your phone

Handset buttons 12
Handset display icons 13
Using the menu 14
Menu map 14
Answering machine base and charger . .15
Charger/alarm clock (BT Freelance XD 1550 only) 16

Using your phone

Switch the handset on/off 17
Make a call 17
Preparatory dialling 17
End a call 17
Receiving calls 17
Secrecy 18
Handsfree 18
Adjusting the volume 19
Redial a number 19
Delete a number from the redial list . . .19
Delete the entire redial list 19
Copy a redial number to the phonebook .20
Keypad lock 20
Paging 21

Using the phonebook 21

Add an entry to the phonebook 21
Dial from the phonebook 22
Edit an entry 23
Delete an entry 23

Internal calls 24

Make an internal call 24
Receive an internal call 24
Transfer an external call 25
3-Way call 25

Caller Display & the Calls list

Caller Display 26
Calls list 26
View the Calls list 27
Dial a number in the Calls list 27
Copy a number to the phonebook 28
Delete an entry 28
Delete the entire Calls list 28

Using the answering machine
Switch the answering machine on/off . . 29
Listening to your messages 29
Outgoing messages (OGMs) 31
Record your own OGM 31
Check your current OGM 32
Select the OGM 32
Re-instate the pre-recorded OGM 32
Answer delay 33
Record a memo 33
Call screening 33
Memory full 34
Remote access 34
Operating your answering machine from another phone 34
Set the security PIN code 36
Check security code 36

Alarm clock (BT Freelance XD 1550 only)
Setting the clock 37
Setting the alarm 38
Silence the alarm 39

Handset settings
Handset ringer volume 40
Handset ringer melody 40
Handset name 41
Language 41
Keypad beep on/off 41
Battery low warning beep on/off 42
Out of range warning beep on/off 42
Keypad lock via the menu 42
Auto answer 43
Set the date 43
Set the time 43
Set the alarm 44

Base settings
Base ringer volume 45
Base ringer melody 45
Change base PIN code 46
Dial mode 46
Reset 47
Emergency default 47

Additional handsets and bases
Register a new handset to base 48
Register a different manufacturer's handset to your base. 49
Selecting a base 49
De-register a handset 50

Help 51

General Information

Safety 54
Cleaning 55
Environmental 55
Connecting to a switchboard 56
Dialling mode 56
Flash duration 56
Access code and entering a pause 56
Guarantee 57
Technical information 58
R&TTE 59
BT Accessories and Replacement Items . .59

Getting started

Location

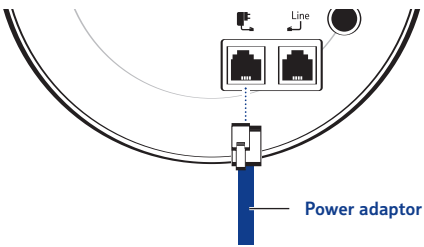
You need to place your BT Freelance XD 1500/1550 within 2 metres of the mains power socket and telephone socket so that the cables will reach.

Make sure it is at least 1 metre away from other electrical appliances to avoid interference.

Your BT Freelance XD 1500/1550 works by sending radio signals between the handset and base. The strength of the signal depends on where you site the base. Putting it as high as possible can help to provide the best signal.

Connect the base to mains power

1. Plug the jack of the mains power adaptor into the socket marked on the underside of the base and plug the other end to the mains power wall socket. The green Power/In Use light comes on.



WARNING
Do not place your BT Freelance XD 1500/1550 in the bathroom or other humid areas.

Handset range
Your BT Freelance XD 1500/1550 has a range of up to 300m outdoors when there is a clear line of sight between the base and the handset. When there is no clear line of sight between the handset and the base, e.g. the base is indoors and the handset is either indoors or outdoors, the range could be reduced to 50m. Thick stone walls will severely affect the range.

Signal strength
The icon on your handset display indicates when you are in range of the base. When it flashes and you hear a warning beep, you are out of range and will need to move closer to the base.

IMPORTANT
Do not connect the telephone line until the handset is fully charged.

The base station should be plugged into the mains power socket at all times.

WARNING
Never use non-rechargeable batteries. Only use the approved batteries. Using unapproved batteries will invalidate your guarantee and may damage the telephone.

Talk/Standby time
Under ideal conditions, the handset batteries should give about 10 hours talk time or 200 hours standby on a single charge. (This does not mean you can unplug the base or leave it for this length of time without charge.)

Please note that new NiMH rechargeable batteries do not reach full capacity until they have been in normal use for several days.

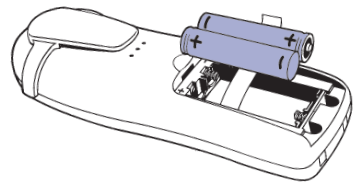
See 'Battery performance' on the following page.

Battery low warning
If the icon is flashing in the display and you hear a warning beep every minute during a call, you will need to recharge your handset before you can use it.

The charging light will be lit when the handet is in the base or charger – even when the batteries are fully charged.

Preparing your handset

2. Insert the 2 x AAA rechargeable batteries supplied, taking note of the polarity markings inside the battery compartment, then slide the battery compartment shut.



3. Place the handset on the base to charge. The red charging light comes on. You should let the batteries charge continuously for at least 24 hours. The batteries and case may become warm during charging, this is normal.

BT Freelance XD 1500/1550 multipack users only:

Place each BT Freelance XD 1500/1550 charger within reach of a mains power wall socket.

Connect the charger(s) and charge the handset(s)

i. Plug the mains power adaptor into the power socket on the underside of the charger and plug the other end to the mains power wall socket.

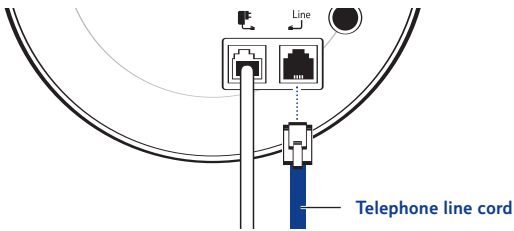
ii. Insert the 2 x AAA rechargeable batteries supplied, taking note of the polarity markings inside the battery compartment, then slide the battery compartment shut.

iii. Place the handset on the charger. The red charging light comes on. You should let the batteries charge continuously for at least 24 hours.

The display will show the time and the handset number e.g. – 2 –, to show it is registered to the base.

Connect to the telephone line

4. Plug the telephone line cord into the socket marked Line on the underside of the base and plug the other end into the telephone wall socket.



Your phone is now set up to make and receive calls. Please note that the answering machine is already switched on and is ready to answer incoming calls.

Battery performance

To keep the batteries in the best condition, leave the handset off the base for a few hours at a time. Running the batteries right down at least once a week will help them last as long as possible.

After charging your handset for the first time, subsequent charging time for the batteries is approximately 6–8 hours.

The charge capacity of rechargeable batteries will reduce with time as they wear out, thus reducing the talk/standby time. Eventually they will need replacing.

New batteries are available from the BT Freelance XD Helpline on 0870 605 8047.

To switch the answering machine *off* press Answer On/Off on the base. The machine announces *"Answer Off"*. See page 29 for more information about your answering machine.

Set the answering machine day and time

Your answering machine will automatically add the day and time each message is received.

The default day and time setting is Saturday 12.01 pm.

5. At the answering machine:

i. Press ■. The current day and time setting is announced.

ii. Press *and hold* ■. The day only is announced. Press ▶| to select the correct day.

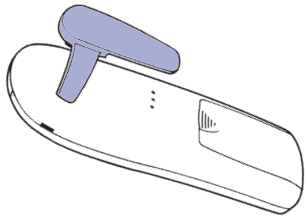
iii. Press ■ again. The day and hour are announced. Press |◀ or ▶| to select the correct hour 1-24.

iv. Press ■ the day, hour and minute is announced. Press |◀ or ▶| to select the correct minute. The machine will automatically select AM or PM accordingly.

v. The machine announces the day and time setting.

Attach the belt-clip (optional)

6. Press the belt clip onto the back of the handset until it clicks into place.



Handset date and time

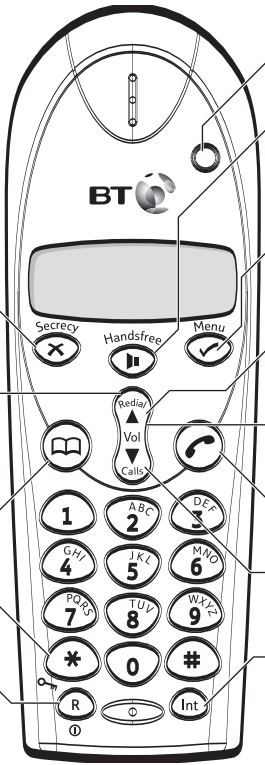
If you have subscribed to your network's Caller Display service, the day and time will be set on the handset automatically. To set the handset day and time manually, see *page 43*.

However, the correct day can only be set manually, see *page 43*.

Your BT Freelance XD 1500/1550 is now ready for use.

Getting to know your phone

Handset buttons



In use light
On when the line is in use.
Flashes when you have an incoming call.

Handsfree
Lets you make and receive calls using the built-in handset loudspeaker, *page 18*.

Secrecy / Clear / Back
During a call, mutes your voice so your caller cannot hear you, *page 18*.

Press to return to the previous menu.

Use to delete characters in the phonebook and calls lists.

Menu / OK
Press to open the menu, *page 14*.

Press to select menu options.

▲ Scroll ▼
Scroll up or down through menu options, calls lists and phonebook entries.

Redial / Pause
Press to open the redial list, *page 19*.

Use to enter a pause in a stored number, *page 56*.

Vol
During a call, press ▲ or ▼ to adjust the volume, *page 19*.

Phonebook
Press to open the phonebook, *page 21*.

Talk / End call
Press to make, receive and end calls.

Calls
Press to open and scroll through the Calls list, *page 26*.

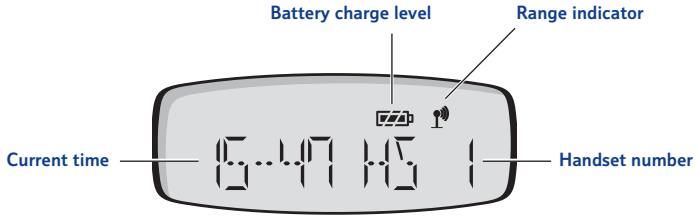
✱ / Keypad lock
Use to lock/unlock the keypad to prevent accidental dialling, *page 20*.

Int
Use to make internal calls and transfer calls to other BT Freelance XD 1500/1550 handsets registered to the base, *page 24*.

R / Power On Off
Use with switchboard services and BT Calling Features, *page 26*.

Press *and hold* to switch the handset on/off, *page 17*.

Standby screen



Handset display icons

EXT Flashes to indicate an incoming external call

EXT External call in progress

INT Flashes to indicate an incoming internal call

INT Internal call in progress

EXT INT 3 Way call in progress

Indicates signal strength
Flashes when handset is not registered to the base

Menu open

Phonebook open

Handsfree speaker on

New number(s) in Call list

Answered call (when viewing the Calls list)

Unanswered call (when viewing the Calls list)

Keypad locked

◄ ► The displayed number is longer than 12 digits

Battery charge full
Battery charge medium
Battery charge low
Flashing – Battery charge nearly empty

* This features requires subscription to your network provider's Caller Display service.

Using the menu

All your phone's functions and settings can be accessed through the main menu. The menu map below shows all menu options you can choose from.

Press Menu to enter the menu. The → icon is displayed.

Press Redial or Calls to scroll through the menu options. When you reach the end of the list, the first option is displayed again.

To select an option, press ✓.

To return to the previous menu display, press ✕.

Quick exit a menu
If you want to exit a menu or cancel an operation at any time you can press *and hold* ✕ to return to the standby screen.

Menu map



Phonebook
Add entry
Modify entry
Delete entry

Setup
Base Volume
Base Melody
Delete handset
PIN code
Dial mode
Default

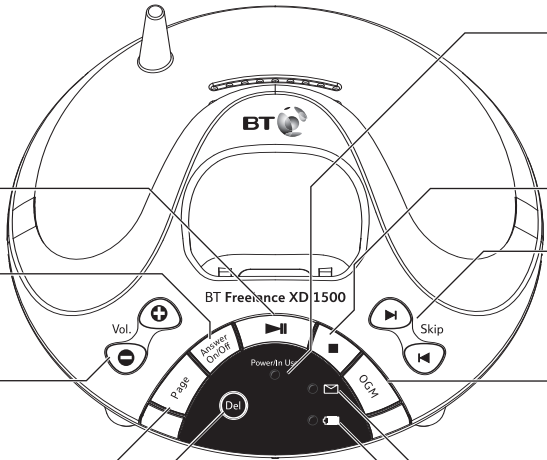
Handset
Beep
Internal ringer volume
External ringer volume
Internal ringer melody
External ringer melody
Auto answer
Name
Language
Key lock

Date – Time
Date set
Clock set
Alarm set

Register
Select base
Register base

Answering machine base and charger

See *page 29* for more detailed information about your answering machine.



Play/Pause
Play or pause recorded messages.

Answer On/Off
Switches the answering machine on/off.

Vol + –
Adjust playback volume.

Page
Press to page handsets registered to the base. Can be useful to find misplaced handsets, *page 21*.

Use to register/de-register handsets, *page 48*.

Del
Press to delete recorded messages.

Charging light
Comes on whenever the handset is positioned correctly on the base.

Power/In use light
On when the power is plugged in and switched on.

Flashes when the handset is in use.

Stop
Stops message playback.

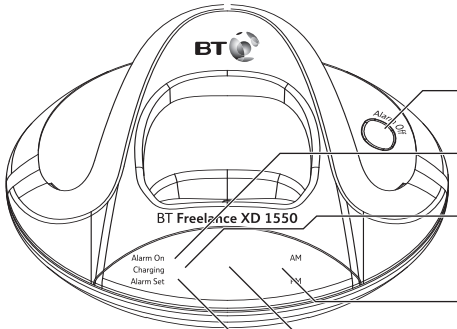
◀ Skip ▶
Press to skip forward or backward through your answering machine messages.

OGM
Press to hear your outgoing message

Use to change your outgoing message.

New message indicator
Flashes when you have new answering machine messages.

Charger/alarm clock (BT Freelance XD 1550 only)



Alarm off
Press to silence the alarm.

Alarm on indicator
Flashes when the alarm sounds.

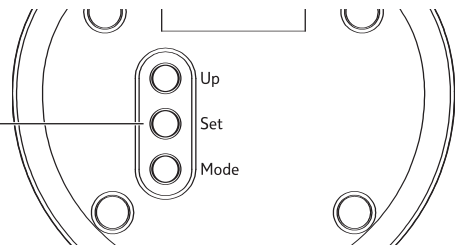
Charging indicator
Comes on whenever the handset is positioned correctly on the charger.

AM/PM indicators

Clock display

Alarm set indicator
Lights up when the alarm is set.

Underside of charger



Up, Set, Mode
Used to change time and alarm settings, *page 37*.

Using your phone

Switch the handset on/off

1. To switch off, press *and hold* R until the display goes off.
2. To switch the handset on, press *and hold* R.

Make a call

1. Press . When you hear the dial tone, dial the phone number.

Preparatory dialling

1. Enter the phone number first. The number is shown in the display.
2. Press to dial the number.

End a call

1. Press , or place the handset back on the base/charger.

Receiving calls

1. When the phone rings, press to answer the call, or if the handset is on the base or charger, simply lift it to answer the call. If you would rather press after lifting the handset to receive a call, you will need to switch Auto-answer off, *see page 43*.

Dialling numbers quickly
Numbers can also be dialled direct from the phonebook (*page 22*), the calls list (*page 27*), or the redial list (*page 19*).

If you make a mistake as you enter the number, press to delete a digit.

Call timer
After the first 15 seconds of your call, the call timer is displayed. At the end of your call, the total duration is shown for 5 seconds.

Caller Display
If you have subscribed to your network's Caller Display service, the caller's number (or name, if an exact number match is found in the phonebook) will also be displayed, *see page 26*.

Secrecy

You can stop your caller from hearing you while you talk to someone else close by.

1. During a call, press Secrecy. The handset microphone is muted and the display shows *MUTE*.
2. Press Secrecy again to resume your call.

Handsfree

Handsfree switches on the handset loudspeaker so you can talk to your caller without holding the handset. It also enables other people in the room listen to both sides of your conversation.

Make a handsfree call

Press Handsfree to switch between the handset earpiece and handsfree during a call.

1. Press Handsfree. You will hear a dial tone and the display shows the icon. Dial the phone number. Your call can be heard over the handset's loudspeaker.
2. Press to end the call.

Answer a handset call handsfree

1. When the phone rings, press Handsfree.

Adjusting the volume

You can adjust the earpiece or loudspeaker volume.

1. During a call, press Redial to increase or Calls to decrease the volume.

Redial

The last 10 numbers dialled are stored in the redial list.

Each number saved in the redial list can be up 32 digits long.

Display the name or number
When name is displayed, you can switch between the name and number by pressing ✓.

1. Press Redial to open the redial list. The most recently dialled number is displayed. If the number matches an entry stored in the handset phonebook, the name is displayed.
2. Scroll Redial or Calls to the number or name you want.
3. Press ☎ to redial the entry displayed.

Delete a number from the redial list

1. Press Redial then scroll Redial or Calls to the entry you want.
2. Press ✗. *DELETE ?* is displayed, press ✓.

Delete the entire redial list

1. Press Redial to open the redial list, then press *and hold* ✗. Display shows *DELETE ALL ?*.
2. Press ✓ to confirm or ✗ to cancel.

Copy a redial number to the phonebook

1. Press redial then scroll redial or Calls through the list to the entry you want.
2. Press Menu. The displays shows *ADD?*. Press again.
3. Use the keypad to enter or edit the name, then press .
4. Edit the number if necessary, then press . *MELODY 1* is dispayed.
5. Scroll redial and Calls to select a ringtone and press to confirm. The entry is stored.

Keypad lock

You can lock the handset keypad to prevent accidental dialling while carrying it around.

You do not need to unlock the keypad to answer a call, just press or lift the handset as normal.

1. To lock the keypad press *and hold* * until the display shows the icon.
2. To unlock the keypad press any button, the display shows *PRESS **.
3. Press * within 3 seconds.

Paging

You can alert handset users that they are wanted or locate a missing handset. Paging calls cannot be answered by a handset.

1. Press Page on the base. All handsets registered to the base will ring. To stop the ringing, press any button on a handset or press Page again on the base.

Using the phonebook

You can store up to 50 name and number entries on each BT Freelance XD 1500/1550 handset registered to your base.

Each name can be up to 12 characters long and each number up to 20 digits long.

You open the phonebook with the 📖 button.

Add an entry

For each entry you store, you can select one of 10 different ringtones. For example, you can assign one ringtone to friends and family and another ringtone to other callers.

1. Press Menu ✓. The displays shows *PHONE BOOK*. Press ✓.

To assign a ringtone to a specific caller you must subscribe to a Caller Display Service from your network provider. For more information, see page 26.

Entering names
Use the keypad to enter the letters shown on each button.

For example to store TOM:

Press 8 *once* to enter *T*.

Press 6 *three times* to enter *O*.

Press 8 *once* to enter *M*.

If the next letter you want to enter is on the same button, wait a moment then press the button.

Press ✕ to delete an incorrect character or digit.

To enter a space press 1.

To enter a dash, press 1 *twice*.

Display the name or number
When name is displayed, you can switch between the name and number by pressing ✓.

2. The displays shows *ADD ENTRY*. Press ✓.
3. The displays shows *NAME ?*. Use the keypad to enter the name and press ✓.
4. The displays shows *NUMBER ?*. Use the keypad to enter the phone number and press ✓. It's best to enter the full number, including the area code (see '*Caller Display*' on *page 26*).
5. Press Redial or Calls to select the ringtone you want.
6. Press ✓ to confirm. *ADD ENTRY* is displayed. You can now enter your next name and number or press Secrecy ✕ twice to return to standby.

Dial from the phonebook

1. Press 📖 to open the phonebook. The 📖 icon is displayed.
2. Scroll Redial or Calls to the entry you want.

   Or, search alphabetically by entering the first letter of the name. The first name that starts with this letter or the nearest letter in the alphabet will be displayed. You can now refine your search by scrolling Redial or Calls.

3 Press 📞 to dial or Secrecy ✕ to return to standby.

Edit an entry

1. Press Menu. The displays shows *PHONE BOOK*. Press again.
2. Scroll Calls to *MODIFY ENTRY* and press .
3. Scroll Redial or Calls to the entry you want edit, or search alphabetically and press .
4. Press to delete the name if required, then enter the new name and press .
5. Press to delete the number if required, then enter the new number and press .
6. If required, select a new melody then press to confirm.
7. *ADD ENTRY* is displayed. You can now enter your next name and number or press Secrecy twice to return to standby.

Delete an entry

1. Press Menu. The displays shows *PHONE BOOK*. Press again.
2. Scroll Calls to *DELETE ENTRY* and press .
3. Scroll Redial or Calls to the entry you want delete, or search alphabetically.
4. Press . Display shows *CONFIRM ?*.
5. Press to confirm or to cancel.

Internal calls

See *page 48* for more information on registering and using additional handsets with your BT Freelance XD 1500/1550 base.

If you have more than one handset registered to your base, you can:

- make internal calls between handsets
- transfer an external call from one handset to another
- hold a conference call between two internal handsets and an external call
- make an internal call between two handsets while a third is on an external call

You can have up to 5 handsets registered to your BT Freelance XD 1500/1550 base.

Make an internal call

The handset number is displayed on standby screen of each handset, eg. *HS 1*.

1. Press Int then enter the handset number (1–5) you want. The INT icon is displayed to indicate an internal call.

Receive an internal call

1. The INT icon is displayed to indicate an internal call and the number of the handset calling you.

   Press to answer the call.

Transfer an external call

You can transfer an external call to another handset registered to your base.

1. During an external call, press Int. Your caller is put on hold.
2. Enter the number of the handset you want to transfer the call to.
3. When the other handset answers press to transfer the call. If the other handset does not answer, press Int to speak to your external caller again.

If the other handset user does not answer:
You can reconnect to your external caller by pressing Int.

Or, if the other handset user does not answer after 30 seconds you will be automatically reconnected to your external caller.

3-Way call

You can hold a three-way conversation between an external caller and another handset user.

1. During an external call, press Int. Your caller is put on hold.
2. Enter the handset number you want to invite.
3. When the handset answers, press *and hold* * to connect all three callers. The EXT INT icon is displayed to indicate a 3-way call.
4. If the other handset does not answer, press Int to return to your external caller.
5. Press to end the call.

Caller Display & the Calls list

Caller Display

Caller Display shows who is calling and if the caller's number matches an entry stored in the phonebook, the name will be displayed as well.

To use Caller Display you must first subscribe to your network provider's Caller Display service. A quarterly fee is payable.

Caller Display information contains the full telephone number, including the area code. So when storing numbers in the phonebook remember to include the area code, otherwise the caller's number will not match.

Calls list

The Calls list stores details of your last 40 calls received, including the phone number and date and time of the call.

The Calls list also alerts you to unanswered calls. When you have unanswered, or 'new calls', the ☎ icon flashes in the display.

The list is shared between all handsets registered to the base. When the Calls list is full, the most recent calls received automatically replace the oldest calls.

You open the Calls list with the Calls button.

For more information on Caller Display and BT's other Calling Features, call BT on Freefone 0800 800 150.

During a call, the caller's details are replaced by the call timer after 15 seconds. To review the calls list after the call, press Calls and then press ✔ to switch between the caller's details and call timer.

Caller information
The display can show the first 12 characters of phone numbers and names. For this feature to work you must subscribe to a Caller Display Service.

With some incoming calls, the telephone number of the caller is not available and cannot therefore be displayed. In this case some explanatory information will be displayed.

WITHHELD The caller has withheld their number.

UNAVAILABLE The number is unavailable.

RINGBACK Ringback call.

INT NATIONAL International call.

OPERATOR Call from operator

PAYPHONE Call from a payphone

View the Calls list

1. Press Calls to open the Calls list. If there are no calls in the list, the display shows *EMPTY*.
2. Press redial or Calls to scroll through the list. When the icon is displayed, this call was *answered*; when the icon is displayed, the call was *unaswered*. When you reach the end of the list, the handset will beep.

   If the caller's number exactly matches an entry stored in the handset phonebook, the display will alternate between the name and the number.

   Press ✓ to see the caller's number.

   Press ✓ again to see the time and date of the call.

   Pressing ✓ again will give you the option to add this entry in the phonebook if it's not already stored. (See following page).

If the telephone number is longer then 12 digits, the ▶ icon is displayed. Press ✓ again to see the complete number.

Dial a number in the Calls list

1. Press Calls then scroll redial or Calls through the list to the entry you want.
2. Press ✆ to dial the displayed entry.

Copy a number to the phonebook

1. Press Calls then scroll Redial or Calls through the list to the entry you want.
2. Press Menu. The displays shows *ADD?*. Press again.
3. Use the keypad to enter or edit the name, then press .
4. Edit the number if necessary, then press .
5. Scroll Redial and Calls to select a ringtone and press to confirm. The entry is stored.

Delete an entry

1. Press Calls then scroll Redial or Calls through the list to the entry you want.
2. Press . Display shows *DELETE ?*.
3. Press to confirm or press to cancel.

Delete the entire Calls list

1. Press Calls.
2. Press *and hold* . Display shows *DELETE ALL ?*.
3. Press to confirm or press to cancel.

Using the answering machine

Your BT Freelance XD 1500/1550 can digitally record up to 11.5 minutes of messages. As well as recording incoming messages, you can record memos for other users.

You can operate your answering machine from:

- the base;
- or remotely, from any other Touchtone™ telephone, see *page 34*.

You will need to set the correct day and time (if you have not already done so) so that you will know when each message was received, see page 10.

To check current day and time setting
Press the button.

Switch the answering machine on/off

Press Answer On/Off. The machine announces the setting, for example *"Answer Off"*.

Ready to record
The answering machine is pre-set to ON.

Listening to your messages

1. Press . The number of messages is announced, and the oldest message is played first.

Play new messages only

1. Press ▶❙❙ *and hold* until you hear *"You have 'n' new messages."* Your new messages will be played.

   During playback:

   Press ▶❙❙, to pause a message. You will hear a beep every 10 seconds.

   Press ▶❙❙ again to resume playback.

   Press ▶| to play the next message.

   Press |◀ *once* to repeat the current message.

   Press |◀ *twice* to play the previous message.

   Press Del to delete the current message. You will hear, *'Message deleted'*.

   Press *and hold* ▶| to play messages at 1.5 times normal speed. Release the button to continue playback at normal speed.

   Press ■ to return to the current answering machine mode On or Off.

   At the end of playback:

   You will hear *'End of messages. To delete all messages, press delete'*. You then have 8 seconds in which you can:

a. Press Del to delete all messages, you will hear *'All*

Adjust the speaker volume
You can adjust the base loudspeaker volume from low to high.

Press ⊕ to increase the volume, or ⊖ to decrease the volume.

If you select a message to be deleted, it will be deleted at the end of playback after the 8 second countdown and confirmation tone.

messages deleted'.

b. Press ■ to cancel message deletion. This will also save any messages you have selected individually for deletion. Any messages not deleted will be saved.

You will hear a beep to confirm when 8 seconds has elapsed.

Outgoing messages (OGMs)

The outgoing message is the message a caller first hears when the answering machine picks up their call.

Your BT Freelance XD 1500/1550 has two pre-recorded outgoing messages, Answer & Record or Answer Only, and you can also record your own.

Record your own OGM

This will replace the pre-recorded or your own previous outgoing message. However, you can re-instate the pre-recorded OGM at any time by deleting your own recorded OGM.

At the base:

1. Press *and hold* OGM until prompted to select which type of OGM you want to record.
2. Press *and keep holding* ⏮ to select Answer & Record

Answer and Record
The pre-set Answer and Record outgoing message, that allows your caller to leave a message, is *"Hello, your call cannot be taken at the moment, so please leave your message after the tone"*.

Answer Only
With Answer Only selected, your caller will hear an announcement only and will not be able to leave a message. The pre-set Answer Only outgoing message is *"Hello, your call cannot be taken at the moment and you cannot leave a message, so please call later"*.

If recording your own Answer Only message, remember to advise your caller that they will not be able to leave a message.

To reinstate either pre-recorded message, delete your own message.

or ▶| to select Answer Only. The machine announces *"Please speak after the tone"*.

3. *Whilst still holding* |◀ *or* ▶|, speak your message slowly and clearly, close to the base.
4. To end recording, release the |◀ or ▶| button.

Check your current OGM

1. Press OGM on the base. The machine announces the type of OGM and plays it.

Select the OGM

1. Press *and hold* OGM on the base until prompted to select your type of OGM.
2. Press |◀ to select Answer & Record or ▶| to select Answer Only. The message you select is played.

Re-instate the pre-recorded OGM

You can delete your own outgoing message and return to the pre-recorded outgoing message.

You cannot delete the pre-recorded OGMs.

1. Press OGM on the base.
2. While your message is being played, press Del.

Answer delay

Answer delay sets the number of times your BT Freelance XD 1500/1550 will ring before the answer machine picks up your call and starts playing the outgoing message.

You can change this setting to between 2-9 rings or Time Saver. The default setting is 6 rings.

1. Press *and hold* the ▶| button and *release* after the number of rings required.

Time saver
When you call from another phone to access your messages remotely, if your answering machine is set to time saver and you have new messages it will answer after 2 rings, if you do not have any new messages, it will answer after 6 rings. This means you can hang up after 3 rings knowing you have no new messages, saving you time and the cost of the call. Your handset will automatically return to standby if no button is pressed for 15 seconds or more.

Record a memo

You can record memo messages for other users and can be played back just like a normal message. Memo's can only be recorded through the answer phone base.

1. Press *and hold* |◀.
2. Record your memo. *Release* the button to end recording.

Call screening

When the answering machine is on and takes a call, you can use the loudspeaker to listen to the caller leaving a message.

Memory full

If there is less than 35 seconds recording time left in the memory, the caller will hear, *"Please complete your call within 35 seconds"*, after the outgoing message and before recording tone.

If the memory becomes full during recording the machine announces, *"Thank you for calling"*, and ends the call.

When the memory is full, the machine automatically switches to the Answer Only outgoing message.

Your BT Freelance XD 1500/1550 can store up to a maximum of 12 minutes recording or 59 messages.

Remote access

You can operate your answering machine from any Touchtone™ phone by calling your BT Freelance XD 1500/1550 and entering a 3 digit security PIN code.

The default PIN setting is 000. To change it, see *'Set the security PIN code'* on *page 36*. Using a PIN code prevents other people from accessing your machine without permission.

Operating your answering machine from another phone

1. Dial your telephone number. When you hear your outgoing message, press ✱. The machine announces,

"Please enter your security code".

2. Enter your 3-digit PIN (default setting 000) within 8 seconds. You will hear, *'You have 'n' new messages'* and they will be played back.

If you enter the incorrect PIN code you will be allowed one further attempt, if it is still incorrect you will hear *'Incorrect security code, thank you for calling'* and your BT Freelance XD 1500/1550 will hang up.

3. If you have no new messages, you will hear, *"You have no new messages, to hear main menu press 1"*. If you do not press **1** within 8 seconds, the machine hangs up.

   When you press **1**, you will hear the main menu. Simply follow the instructions as announced:

During playback, press **2** to pause and resume messages. You have up to 1 minute to resume playback or the machine hangs up.

   'To play all messages press 2'.

   'To play new messages press 3'.

   'To skip back during messages press 4'.

   'To delete during messages press 5'.

   'To skip forward during messages press 6'.

   'To set answer on or off press 7'.

   'To hear the outgoing message menu press 8'.

   'To set a new security code press 9'.

   'To hear main menu again press 1'.

   'To set day and time press 0'.

   When the last message is played you will hear, *"End of messages"*.

Set the security PIN code

At the base:

1. Press *and hold* Del until the machine announces, *"Security code setting. First digit"*.
2. Press ◀◀ or ▶▶ until the first digit you want is announced.
3. Press Del the machine announces *"Second digit"* and starts counting.
4. Press Del when the number you want is announced. The machine announces *"Third digit"* and starts counting.
5. When the number you want is announced, press ■. The machine announces *"Your security code is..."* followed by the number you have set.

Check security code

1. Press Del at the base. The security code is announced.

Alarm clock (BT Freelance XD 1550 only)

The BT Freelance XD 1550 Additional Handset Charger has a built in alarm clock.

The alarm rings at the handsets and the handset display shows *ALARM ON*. The alarm ring is the standard internal call ring.

Setting the clock

There are 3 buttons on the underside of the charger **Mode**, **Set** and **Up**.

1. On the underside of the charger, press **Mode**. The hour flashes in the display.
2. Press **Up** until the correct hour is shown (1–12). Then press **Set** to confirm. The minutes display flashes.
3. Press **Up** until the correct minute is shown. Then press **Set** to confirm.
4. Press **Up** to select AM or PM and press **Set** to confirm.
5. Press **Mode** *twice* to display the clock.

Once set and switched to On, the alarm will go off at the same time each day.

To prevent the alarm going off every day, switch the setting to Off.

Setting the alarm

At the charger:

1. Press **Mode** *twice*. The hours flash and the Alarm Set light comes on.
2. Press **Up** until the correct hour is shown (1–12). Then press **Set** to confirm. The minutes display flashes.
3. Press **Up** until the correct minute is shown. Press **Set** to confirm.
4. Press **Up** to select AM or PM and press **Set** to confirm.
5. Press **Up** to turn the alarm On or Off.

   When switched On, the Alarm On light on the charger will flash.
6. Press **Mode** to confirm.

At the handset:

1. Press Menu, scroll Calls to HANDSET and press ✓.
2. Scroll Calls to ALARM SET and press ✓.
3. Press redial or Calls to select ON or OFF and press ✓.

   If you selected ON

   Scroll Calls to CLOCK SET and press ✓.

Use the keypad to set the time you want the alarm to go off using the 24 hour format, e.g. **0730** for 7.30 am.

4. Press ✓ to confirm.

Silence the alarm

Press Alarm Off on the top of charger.

Or, press any button on the handset to silence the alarm.

If no button is pressed, the alarm will stop automatically after 60 seconds.

If the alarm sounds while you are on a call, you will hear beeps. Press any button to stop the alarm.

If the phone is ringing when the alarm goes off, you will not hear the alarm ring.

Handset settings

While the phone is ringing you can adjust the ringer volume by pressing Redial or Calls.

Handset ringer volume

You can adjust the ring volume and set different levels for internal and external calls. Choose from 5 levels and Off.

1. Press Menu, scroll Calls to *HANDSET* and press ✓.
2. Scroll Calls to *INT RING VOL* or *EXT RING VOL* and press ✓.
3. Press Redial or Calls to select the volume (1–5 or OFF).
4. Press ✓ to confirm or to ✗ return to the previous menu.

Calls from numbers stored in the phonebook will ring using the ringtone set when storing the entry.

Handset ringer melody

You can set different ringer melodies for internal and external calls. Choose from 10 different melodies.

1. Press Menu, scroll Calls to *HANDSET* and press ✓.
2. Scroll Calls to *EXT MELODY* or *INT MELODY* then press ✓.
3. Press Redial or Calls to select the ringer melody (1 to 5).
4. Press ✓ to confirm or to ✗ return to the previous menu.

Calls from numbers stored in the phonebook will ring using the ringer melody set when storing the entry.

Handset name

You can give your handset a name according to use, eg. Kitchen or Michael. The name appears in the display.

1. Press Menu, scroll Calls to *HANDSET* and press ✓.
2. Scroll Calls to *NAME* and press ✓.
3. Enter the new handset name and press ✓ to confirm. The handset name will only be displayed for approximately 5 seconds.

If you make a mistake press ✕ to delete an incorrect character or digit.

See '*Entering names*' on *page 22* for help on entering names.

Language

1. Press Menu, scroll Calls to *HANDSET* and press ✓.
2. Scroll Calls to *LANGUAGE* and press ✓.
3. Scroll Redial up Calls to select your preferred language and press ✓ to confirm.

Your language options are:
ENGLISH
FRANCAIS
ESPANOL
ITALIANO
DEUTSCH
NEDERLANDS
PORTUGUES
DANSK
SUOMALAINEN
SVENSKA
NORGE
ΕΛΛΗΝΙΚΑ
РУССКИЙ

Keypad beep on/off

Whenever you press a button on the handset keypad, the handset gives a beep. You can switch these beeps on or off.

1. Press Menu, scroll Calls to *HANDSET* and press ✓.
2. Scroll Calls to *BEEP* and press ✓.
3. Scroll Calls to *KEYTONE* and press ✓.
4. Press Redial or Calls to select *ON* or *OFF* and press ✓ to confirm.

Battery low warning beep on/off

1. Press Menu, scroll Calls to *HANDSET* and press ✓.
2. Scroll Calls to *BEEP* and press ✓.
3. Scroll Calls to *LOW BATTERY* and press ✓.
4. Press redial or Calls to select *ON* or *OFF* and press ✓ to confirm.

Out of range warning beep on/off

1. Press Menu, scroll Calls to *HANDSET* and press ✓.
2. Scroll Calls to *BEEP* and press ✓.
3. Scroll Calls to *OUT RANGE* and press ✓.
4. Press redial or Calls to select *ON* or *OFF* and press ✓ to confirm.

Keypad lock via the menu

See also '*Keypad lock*' on *page 20* for quick lock and unlock settings.

You can use the menu to lock the keypad.

1. Press Menu, scroll Calls to *HANDSET* and press ✓.
2. Scroll Calls to *KEY LOCK ?* and press ✓ to confirm. The display shows the 🔑 icon.

To unlock the keypad, press any button on the keypad, then press * within 3 seconds.

Auto answer

Your phone is set to answer calls by lifting the handset off the base or charger. You can switch this feature off so that calls always have to be answered by pressing .

1. Press Menu, scroll Calls to *HANDSET* and press .
2. Scroll Calls to *AUTO ANSWER* and press .
3. Press Redial or Calls to select *ON* or *OFF* and press to confirm.

Set the date

1. Press Menu, scroll Calls to *DATE-TIME* and press .
2. Display shows *DATE SET*, press .
3. Use the keypad to enter the date, e.g. 12--08 for 12th August.
4. Press to confirm.

Set the time

1. Press Menu, scroll Calls to *DATE-TIME* and press .
2. Scroll Calls to *CLOCK SET* and press .
3. Use the keypad to set the time in the 24 hour format, e.g. 18--30 for 6.30 pm.
4. Press to confirm.

If you have subscribed to your network's Caller Display service, the day and time will be set on the handset automatically.

To silence the alarm
When the alarm goes off, press any button to turn it off.

Set the alarm

1. Press Menu, scroll Calls to *DATE-TIME* and press ✓.
2. Scroll Calls to *ALARM SET* and press ✓.
3. Press Redial or Calls to select *ON* or *OFF* and press ✓.
4. Use the keypad to enter the time you want to alarm to go off, e.g. 07--30 for 7.30 am.

Base settings

Base ringer volume

You can choose from 5 volume levels and Off.

1. Press Menu, scroll Calls to *SETUP* and press ✓.
2. Display shows *BASE VOLUME*, press ✓.
3. Press redial or Calls to select the volume (1–5 or OFF).
4. Press ✓ to confirm or to ✗ return to the previous menu.

Base ringer melody

Choose from 5 different base ringer melodies.

1. Press Menu, scroll Calls to *SETUP* and press ✓.
2. Scroll Calls to *BASE MELODY* and press ✓.
3. Press redial or Calls to select the ringer melody (1 to 5).
4. Press ✓ to confirm or to ✗ return to the previous menu.

IMPORTANT
If you change the base PIN, make sure you keep a record of the new number on *page 51*.

Change base PIN code

Some functions are protected by a 4 digit PIN code which must be entered if you want to change the settings. The default PIN is 0000.

1. Press Menu, scroll Calls to *SETUP* and press ✓.
2. Scroll Calls to *PIN CODE* and press ✓.
3. Enter the *current* 4 digit PIN code (default: 0000) and press ✓.
4. Enter your *new* 4-digit PIN and press ✓.
5. Re-enter the new PIN again and press ✓ to confirm.

Dial mode

Your BT Freelance XD 1500/1550 is set to Tone dialling. In the UK, you should only need to change this if connected to an older type of switchboard/PBX which requires Pulse dialling.

1. Press Menu, scroll Calls to *SETUP* and press ✓.
2. Scroll Calls to *DIAL MODE* and press ✓.
3. Press Redial or Calls to select *TONE DIAL* or *PULSE* and press ✓.

Reset

You can reset your phone to its default settings.

1. Press Menu, scroll Calls to *SETUP* and press ✓.
2. Scroll Calls to *DEFAULT* and press ✓.
3. Enter the 4 digit PIN code (default: 0000) and press ✓.
4. Display shows *CONFIRM?*. Press ✓ to confirm or ✗ to return to the previous menu.

   The handset will switch itself off and back on again. All settings will be reset to their default.

Emergency default

If you have lost your PIN code you can still restore your Freelance XD 1500/1550 to its default settings.

1. Remove and replace the batteries from the handset.
2. Press *and hold* * while inserting the batteries back in. The display shows *DEFAULT*. Press ✓.

WARNING
Resetting your phone to its default settings will delete any entries in the Phonebook, Redial and Calls list and will reset the clock and alarm settings.

Default settings

Low battery beeps . . . . . .**ON**
Out of range warning beeps **OFF**
Key beep . . . . . .**ON**
Auto answer . . . . . .**ON**
Internal melody **1**
Internal volume **3**
External melody **3**
External volume **3**
Ear volume **3**
Phonebook . . . . . .**Empty**
Call log list . . . . . .**Empty**
Redial list . . . . . .**Empty**
Pin code **0000**
Dial mode . . . . . .**Tone**
Keypad lock . . . . . .**OFF**

Additional handsets and bases

Please note
Handsets that were supplied with your BT Freelance XD 1500/1550 base are already registered to it as *HS-1*, *HS-2* etc.

Each *additional* handset you buy must be registered with the base.

Up to 5 handsets can be registered and operated from the BT Freelance XD 1500/1550 base.

Each handset can be registered with up to four bases.

If you buy new handsets to use with your BT Freelance XD 1500/1550 they will have to be registered to the base before you can use them.

Register a new BT Freelance XD 1500/1550 handset to your BT Freelance XD 1500/1550 base

IMPORTANT
Before registration, make sure the handset batteries are *fully charged* and that you are close to the base.

1. **At the base**: Press *and hold* Page for 3 seconds until you hear two beeps. You now have *90 seconds* to register the handset.
2. **At the handset**: press Menu, scroll Calls to *REGISTER* and press ✓.
3. Scroll Calls to *REG BASE* and press ✓.
4. Enter the base number (1–4). The numbers flashing are already in use.
5. Press ✓. When the handset finds the base signal, the base identification number is displayed.
6. The display will ask for the PIN to be entered. Enter the PIN (the default setting: 0000). You will hear a beep. The handset is now registered.

If the base is not found after a few seconds, the handset returns to standby. Try registering again.

When a handset is registered to a base, it is automatically assigned a number which is displayed on the handset and must be used for internal calls.

If registration does not work:

- Try again selecting a different base number.
- Make sure there is no other electrical equipment very close by that may interfere with the registration signal.

Naming additional handsets
Once you have registered additional handsets you may wish to give them a different name, *see page 41*.

Register a different make of handset to your BT Freelance XD 1500/1550 base.

1. **At the base**: Press *and hold* Page for 3 seconds until you hear two beeps. You now have *90 seconds* to register the handset.
2. **At the handset**: Follow the registration instructions given in your handset's user guide.

IMPORTANT
DECT GAP Profile only guarantees that basic calling-functions will work correctly between different makes/types of handset and base. There's a possibility that certain services such as Caller Display will not work correctly.

Selecting a base

When your handset is registered to more than one base, for example, one at work and one at home, you can select the base you want it connected to.

Handsets can be registered with up to 4 bases.

If you select *AUTO*, your handset will automatically search for and connect with the base with the strongest signal.

1. Press Menu, scroll Calls to *REGISTER* and press ✓.
2. Scroll Calls to *SELECT BASE* and press ✓.
3. Enter the PIN code (default setting: 0000).
4. Scroll Redial or Calls to display the base you want or *AUTO*. The currently selected base number flashes.
5. Press ✓ to confirm or ✗ to cancel.

De-register a handset

You can use one handset to de-register another handset. You cannot de-register the handset you are using.

1. Press Menu, scroll Calls to *SETUP* and press ✓.
2. Scroll Calls to *DEL HANDSET* and press ✓.
3. Enter the PIN code (default setting: 0000) and press ✓.
4. Enter the handset number. You will hear a confirmation beep and the display will return to the *DEL HANDSET* menu.

Help

Most problems are caused by the telephone and mains power cables being incorrectly connected, not connected at all, or by the power being turned off.

If you are experiencing a problem with your BT Freelance XD 1500/1550, check the following:

- That the mains power supply is correctly connected at both the base and at any chargers, and that the power is switched on at the wall socket.
- That the telephone line cord is correctly connected.
- That the handset batteries are installed correctly and charged.

No display

- Check that the batteries are correctly inserted into the handset and fully charged.
- Check that the handset is switched on. Press  .

No dial tone

- Check that the telephone line cord is properly connected.
- Another handset may be using the line. Wait for the other handset to hang up.

Customer Helpline
If you experience any difficulties please call the BT Freelance Helpline on 0870 605 8047.

Lines are open 9am – 5.30pm, Monday to Friday and 9.30am – 2.30pm on Saturdays.

For your records

Date of purchase:

Place of purchase:

Serial number:

For guarantee purposes proof of purchase is required so please keep your receipt.

Enter your phone's base PIN code here:

[/ / /]

For more information on your PIN code, *see page 46*.

icon flashing

- Handset is out of range. Move closer to the base.
- Check the mains power is connected and switched on.
- Handset not registered to the base. To register a handset, *see page 48*.

Base or handset does not ring

- Check that the ringer volume has not been set too low or Off, *see page 40*.

Keypad does not seem to work

- Check that the keypad lock is not on, see *page 20*.
- Try removing the batteries and putting them back again.

Incoming caller's number is not displayed even though you have Caller Display

- Caller has to allow their number to be sent. It has been withheld or is unavailable.

When connected to a switchboard you cannot transfer a call

- The Flash duration is too short.
- Change the Flash duration, see *page 56*.

Answering machine will not record new messages

- Is the recording memory full? Play and delete messages, see *pages 29-30*.
- Is the OGM set to Answer Only? Change the OGM to Answer & Record, see *page 31*.

General Information

IMPORTANT

This equipment is not designed for making emergency telephone call when the power fails. Alternative arrangements should be made for access to emergency services.

This product is intended for connection to analogue public switched telephone networks and private switchboards in the United Kingdom.

Safety

- Only use the power supply suitable for the BT Freelance XD 1500/1550 range. Using an unauthorised power supply will invalidate your guarantee and may damage the telephone.
- For the handset, use only AAA NiMH batteries with a minimum capacity of 550mAh.
- Never use other batteries or conventional alkaline batteries as this could lead to a short circuit or destroy the battery casing.
- Do not open the handset (except to replace the handset batteries). This could expose you to high voltages or other risks.
- Radio signal transmitted between the handset and base may cause interference to hearing aids.
- It is recommended that advice from a qualified expert be sought before using this product in the vicinity of emergency/intensive care medical equipment.
- It is recommended that if you have a pacemaker fitted you check with a medical expert before using this product.
- Never dispose of batteries in a fire. There is a serious risk of explosion and/or the release of highly toxic chemicals.

Cleaning

- Simply clean the handset and base with a damp (not wet) cloth, or an anti-static wipe.
- Never use household polish as this will damage the product. Never use a dry cloth as this may cause a static shock.

Environmental

- Do not expose to direct sunlight.
- The product may become warm when the batteries are being recharged. This is normal. We recommend that you do not place the product on antique/veneered wood to avoid damage.
- Do not stand your product on carpets or other surfaces which generate fibres or place it in locations preventing the free flow of air over its surfaces.
- Do not submerge any part of your product in water and do not use it in damp or humid conditions, such as bathrooms.
- Do not expose your product to fire, explosive or other hazardous conditions.
- There is a slight chance your phone could be damaged by and electrical storm. We recommend that you unplug the power and telephone line cord during an electrical storm.

Connecting to a switchboard

This telephone may be connected to most types of switchboard, however in the event of any difficulties, consult your switchboard Service Provider.

Dialling mode

Your BT Freelance XD 1500/1550 is set to Tone dialling. Some older switchboards may require Pulse dialling. To change the dialling mode, see Dial Mode, *page 46*.

Flash duration

Your BT Freelance is set to a Flash duration of 100ms (RECALL 1) If you are having problems transferring calls when connected to a switchboard, change this to 600ms (RECALL 2).

Access code and entering a pause

Some internal switchboards may require you to enter an access code (e.g. 9) to get an outside line. So that the switchboard has time to pick up an outside line before the rest of the number is dialled, you may need to add a pause in the dialling sequence.
For example: 9 **P** 0870 605 8047.

1. After the access code, press Redial to insert a pause before entering the telephone number. The display shows P.

Guarantee

Your BT Freelance XD 1500/1550 is guaranteed for a period of 12 months from the date of purchase.

Subject to the terms listed below, the guarantee will provide for the repair of, or at BT's or its agent's discretion the option to replace the BT Freelance XD 1500/1550, or any component thereof, (other than batteries), which is identified as faulty or below standard, or as a result of inferior workmanship or materials. Products over 28 days old from the date of purchase may be replaced with a refurbished or repaired product.

The conditions of this guarantee are:

- The guarantee shall only apply to defects that occur within the 12 month guarantee period.
- Proof of purchase is required.
- The equipment is returned to BT or its agent as instructed.
- This guarantee does not cover any faults or defects caused by accidents, misuse, fair wear and tear, neglect, tampering with the equipment, or any attempt at adjustment or repair other than through approved agents.
- This guarantee does not affect your statutory rights.

Within the 12 month guarantee period

If you experience difficulty using the product, prior to returning your product, please read the Help section beginning on *page 51*, or contact the BT Freelance XD 1500/1550 Helpline for assistance on 0870 605 8047.

In the unlikely event of a defect occurring, please follow the Helpline's instructions for replacement or repair.

Outside of the 12 month guarantee period:

If your product needs repair after the guarantee period has ended, the repair must meet the approval requirements for connection to the telephone network. We recommend that you contact BT's approved repair agent, on 0870 240 5029 or a local qualified repairer.

Technical information

How many telephones can you have?

All items of equipment have a Ringer Equivalence Number (REN) which is used to calculate the number of items that may be connected to any one telephone line. The BT Freelance 1500/1550 has a total REN of 1, i.e. for a base and up to 6 handsets. Any other instrument provided by BT may be assumed to have a REN of 1 unless stated otherwise.

A total REN of 4 is allowed per telephone line. (For example, if the BT Freelance 1500/1550 is used in conjunction with three extension telephones, each with a REN of 1, then the total = 4.)

R&TTE

This product is intended for use within the UK for connection to the public telephone network and compatible switchboards.

This equipment complies with the essential requirements for the Radio Equipment and Telecommunications Terminal Equipment Directive (1999/5/EC). In demonstration with the Essential Requirement for efficient use of the radio spectrum, the product complies with EN301 406.For a copy of the Declaration of Conformity please contact the BT Freelance XD 1500/1550 Helpline on 0870 605 8047.

BT Accessories and Replacement Items

For a full range of accessories and replacement items for BT products please call 0870 240 5522 or visit us at www.bt.com.



Visit us at www.bt.com



Offices worldwide

The telecommunications services described in this publication are subject to availability and may be modified from time to time. Services and equipment are provided subject to British Telecommunications plc's respective standard conditions of contract. Nothing in this publication forms any part of any contract.

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